

JOB DESCRIPTION
MURFREESBORO WATER AND SEWER DEPARTMENT
MAINTENANCE CONSTRUCTION FOREMAN

1. JOB TITLE: MAINTENANCE CONSTRUCTION FOREMAN

- 2. DEFINITION:** This is a position requiring technical and supervisory skills as well as heavy manual labor in the construction, inspection and maintenance of water distribution and wastewater collection systems. The Maintenance Construction Foreman provides supervision to maintenance construction workers and other related positions and reports to the Superintendent and/or Assistant Superintendent. All employees are responsible to the City Manager. The position is classified as non-exempt for purposes of the Fair Labor Standards Act, as having an occupational exposure to bloodborne pathogens, and as Safety Sensitive; the employee is subject to pre-employment, reasonable suspicion, post accident, random, promotion and transfer, return to duty and follow-up drug and alcohol testing.

3. EQUIPMENT/JOB LOCATION

- a. This position requires the use of hand tools, power equipment, and vehicles requiring a Class A commercial driver's license with an "N" endorsement .
- b. The job location is throughout the water distribution and wastewater collection systems. The employee will work primarily outdoors and may be exposed to inclement weather and in the proximity of biological, chemical, electrical and mechanical hazards.

4. ESSENTIAL FUNCTIONS OF THE JOB

- a. Leads and directs subordinates while acting as senior member of a work crew, participates in the construction, maintenance and/or repair of the water distribution and wastewater collection systems.
- b. Performs heavy manual labor including, digging, lifting, and breaking pavement under varying weather conditions while exposed to dampness, fumes, odors, dust, biological, electrical, mechanical traffic hazards.
- c. Installs, adjusts and repairs manholes, manhole frames and covers, sewer clean-out boxes, valve box castings, curb stops, water meter boxes and meter setters.
- d. Establishes layout and sets up safety traffic controls around active work area.
- e. Cuts and repairs various types of paving.
- f. Cuts, fits and lays water and sewer lines.
- g. Makes main water line tap connections for extension of distribution system and makes water meter connections of various size and type.
- h. Installs, repairs and reads water meters.
- i. Installs sewer clean-outs and connections.
- j. Removes manhole covers, enters manholes and unclogs stopped sewer lines.

- k. Installs, tests, repairs, paints and maintains fire hydrants
- l. Sets up and operates a confined space entry tripod and safety harness and associated data recording.
- m. Performs atmospheric monitoring of a confined space.
- n. Prepares confined space entry permit and files reports.
- o. Places new water meters in inventory by proper identification with meter number and records meter inventory data.
- p. Assists with televising and sealing of sanitary sewer lines.
- q. Participates in the rehabilitation of wastewater collection system lines, laterals, and manholes.
- r. Transports and uses dynamite and blasting caps.
- s. Requisitions materials and supplies and expedites the flow of material and supplies to assigned job.
- t. Maintains accurate records and prepares written reports, completes work orders.
- u. Trains other employees on all essential tasks related to the position of Maintenance Construction Worker.
- v. Inspects materials and workmanship to insure quality standards.
- w. Completes work in a professional manner utilizing accepted standards and practices.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

Perform other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must have diploma from an accredited high school or possess a GED.
- b. Must have legal authorization to work in the United States.
- c. Must be at least 21 years of age.
- d. Must have a valid Class A Commercial drivers license with "N" Endorsement(i.e. Air Brakes).
- e. Must submit to and pass a drug screen test upon offer of employment.
- f. Must have at least two years experience in distribution/collection systems.
- g. Must be able to obtain certification in distribution/collection from the Tennessee Department of Environment and Conservation (or it's sucessor).
- h. Must be able to comprehend both oral and written instructions and to communicate in English, both orally and in writing.
- i. Must be able to perform mathematical calculations with fractions, decimals, and percentages in the U.S. and metric systems.
- j. Ability to report on time for work and perform the duties of the position for an entire shift for the entire workweek and to perform occasional overtime. May be required to work evening, night, weekend and/or standby shifts.
- k. Ability to work in confined spaces throughout a shift.
- l. Ability to operate various hand tools such as, but not limited to, jackhammer, pavement breaker, pick, shovel and various wrenches.
- m. Ability to operate various equipment such as, but not limited to, air compressors, jet-

- wash trucks, rodding machines, boring machines and various types of pumps.
- n. Ability to operate atmospheric monitoring devices in confined spaces.
 - o. Ability to work while wearing personal protective equipment such as a self-contained breathing apparatus steel-toed shoes, rain gear, hard hats, goggles, etc.
 - p. Ability to remove and replace metal manhole covers weighing approximately 165 lbs.
 - q. Ability to climb in and out of manholes of various depths.
 - r. Ability to obtain a Grade II Distribution and Collection Certificate from the Tennessee Department of Environment and Conservation.
 - s. Ability to perform intermittent lifting, stooping and walking over rough terrain.
 - t. Knowledge of and willingness to comply with all rules and regulations, including the Employee Handbook, TOSHA Standards, and the Confined Space Program.
 - u. Knowledge of safety rules and equipment, including identification of, precautions for and emergency response to biological, chemical, electrical, mechanical, and asphyxiating, toxic, and explosive gases and vapors.
 - v. Ability to establish and maintain effective working relationships with supervisors, co-workers and the public.
 - w. Physical strength and dexterity requirements include the ability to:
 - 1. Lift and carry 100 pounds of tools or construction materials.
 - 2. Climb ladders and descend manhole steps approximately 25 feet deep.
 - 3. Drag 100 feet of 3" fire hose full of water.
 - 4. Remove and replace a manhole cover weighing approximately 165 pounds.
 - 5. Manipulate both large and small hand tools.
 - 6. The employee may be subject to a pre-employment physical examination with a written statement from the physician as to the employee's ability to meet the physical strength and dexterity requirements of the position.
 - x. Ability to pass the Tennessee State Blaster's Licensing test and obtain Dept. of Commerce and Insurance Explosives User's Registration Certificate.
 - y. Ability to perform tasks and assist coworkers with minimum of supervision.
 - z. Demonstrate good workmanship in a neat and timely manner while maintaining a clean and orderly work environment.
 - aa. Ability to exercise independent judgment and to formulate work procedures within the limits of the position to accomplish assigned task.
 - bb. Ability to obtain and maintain certification in CPR and first aid.
 - cc. Knowledge of accepted standards and practices of the water distribution and wastewater collection system industry, including knowledge of potential cross connection problems and other potential threats to the public and the proper remedial action to be taken.

Non-exempt
Safety Sensitive
January 10, 1997